



**JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION**  
**RESHAMGHAR COLONY, BAKSHI NAGAR, JAMMU**  
([www.jkpsc.org](http://www.jkpsc.org))

**NOTIFICATION NO. PSC/EX-12/07**  
**DATED: 05.01.2012**

With a view to facilitate the exercise of the functions mandated by Section 133 of the Constitution of Jammu and Kashmir and to effectuate the implementation of J&K Public Service Commission (Business & Procedure) Rules, 1980, the Commission hereby make the following Rules:

**RULES AND PROCEDURE FOR WEEDING OUT OF RECORDS.**

- 1. *Short title and commencement:*** - (i) These rules may be called The Jammu and Kashmir Public Service Commission (Weeding out of Records) Rules, 2012.  
  
(ii) These rules shall come into force with immediate effect.
- 2. *Definitions:*** - In these rules unless there is anything repugnant in the subject or context: -
  - a. 'Commission' means the J&K Public Service Commission;
  - b. 'Chairman' means the Chairman of the Jammu and Kashmir Public Service Commission;
  - c. 'Committee' means the committee constituted under these Rules;
  - d. 'Controller of Examination' means an officer of the Commission designated as such by the Commission.
  - e. 'Secretary' means the Secretary to the J&K Public Service Commission.
- 3.** Unless otherwise required in connection with the proceedings before a court of law, any other competent authority, investigating agency or a pending enquiry, the Commission shall weed out the old records in accordance with the procedure prescribed hereunder and at the intervals indicated in the Annexure to these rules. It shall, however, preserve the records in digital form to the extent and in the manner indicated in the annexure to these rules.
  - a) The weeding out of records may be undertaken as often as may be needed and at least twice a year in the first week of April and October before the annual Move of Offices from Srinagar to Jammu and vice versa;
  - b) At the commencement of each year, a Committee of officers headed by an officer not below the rank of Deputy Secretary shall be constituted by the Chairman to undertake the weeding out of records during the year;
  - c) Each section shall, at the commencement of these rules, and as often as required by these Rules, submit a list of the records to the Secretary, which need to be weeded out in accordance with the life of the records prescribed in the Annexure hereto;

- d) While submitting the list of records sought to be destroyed it shall be certified by the concerned Head of the Section that none of the records, so proposed to be destroyed, are required to be retained in connection with proceedings pending before the court of law, any other competent authority, investigating agency or an Enquiry Officer;
- e) The list shall be scrutinised by the concerned Deputy Secretary / Under Secretary and countersigned in token of having satisfied himself about its non requirement in any legal matter, enquiry or investigation;
- f) The actual exercise of destruction of the unwanted records shall be undertaken by the Committee only after obtaining the approval of the Secretary;
- g) All the weeded out record shall be burnt/destroyed in presence of the in charge of the Committee. In no case shall the records be disposed of otherwise or sold in the market;
- h) An inventory of the records so destroyed shall be maintained by the personal section of the Secretary as also each concerned Section to whom these pertain; and
- i) The details of the records so destroyed on each occasion shall immediately be placed before the Commission for information.

By order of the Commission.

**Sd/-**

(M.A. Bukhari), IAS  
Secretary & Controller of Examinations  
J&K Public Service Commission

Dated: 05.01.2012

No: PSC/Exam/Misc/12

Copy to:

1. Commissioner/Secretary to Government, General Administration Department, Civil Secretariat, Jammu
2. Secretary, State Information Commission.
3. Director, Information Department, J&K Government for publication of the notification in the leading newspapers of Jammu/Srinagar.
4. Private Secretary to Chief Minister for information of the Hon'ble Chief Minister.
5. General Manager, Government Press, Jammu/Srinagar for publication of the notification in the extra-ordinary issue of Govt. Gazette.
6. Additional Secretary, (G) (I) (D), J&K Public Service Commission.
7. Deputy Secretary/Under Secretary/FA & CO, J&K Public Service Commission.
8. P.S. to Member, Shri \_\_\_\_\_ for information of the Hon'ble Member.
9. P.A to Chairman, J&K Public Service Commission for information of the Hon'ble Chairman.
10. P.A. to Secretary & Controller of Examinations, J&K Public Service Commission.
11. All Section Officers/Sts Officer of J&K Public Service Commission, Srinagar.
12. Incharge, Website J&K Public Service Commission for hosting the notification on the official website of the Commission.
13. Notice Board, J&K Public Service Commission Office, Srinagar/Jammu.
14. Stock file/Main file.

**ANNEXURE TO NOTIFICATION NO. PSC/EX-12/07 DATED:05-01-2012 OF  
THE JAMMU AND KASHMIR PUBLIC SERVICE COMMISSION**

<b>S.No</b>	<b>Particulars of the records</b>	<b>Period of retention</b>	<b>Digitisation</b>
<b>1.</b>	<b>Recruitment Branch</b>		
i)	Application Forms of candidates for appointment on Direct Recruitment basis including a Competitive Examination, other than those recommended for appointment.	Three months after finalisation of the selection process and communication of recommendations for appointment.	The Data captured in the computer after scanning of the Application forms shall be retained permanently in the archives of the Commission
ii)	Application Forms of candidates recommended for appointment on Direct Recruitment basis including a Competitive Examination.	Two years after finalisation of the selection process and communication of recommendations for appointment.	The Data captured in the computer after scanning of the Application forms shall be retained permanently in the archives of the Commission
iii)	Proceedings of the Interview Board(s) for selection by interview.	Permanent.	The Proceedings of the Interview Boards shall be scanned and stored in the computer and separate media permanently in the archives of the Commission
iv)	Proceedings of the Interview Board(s) for selection by Competitive Examination.	Permanent.	The Proceedings of the Interview Boards shall be scanned and stored in the computer and separate media permanently in the archives of the Commission
v)	List of candidates selected by means of interview along with the original file containing the departmental requisition, the advertisement notice, the process of Screening Test (if any) and determination of Eligibility.	Two years after finalisation of the selection process and communication of recommendations for appointment.	The entire file shall be scanned and stored in the computer permanently in the archives of the Commission
vi)	List of candidates selected through Competitive Examination, along with the original file containing the departmental requisition, the advertisement notice, the process of Preliminary Examination, determination of Eligibility and the conduct of Main Examination.	Two years after finalisation of the selection process and communication of recommendations for appointment.	The entire file shall be scanned and stored in the computer permanently in the archives of the Commission

vii)	Used OMR Response Sheets of a Competitive Examination or a Screening test.	Three months after finalisation of the selection process and communication of recommendations for appointment.	The Data captured in the computer after scanning of the OMR Response Sheets shall be retained permanently in the archives of the Commission
viii)	Used Answer Books of a Competitive Examination.	Three months after finalisation of the selection process and communication of recommendations for appointment.	NIL

## 2. Examination Branch

i)	Application Forms received from candidates for a Departmental Examination.	Three months after the declaration of results.	The Data captured in the computer after scanning of the Application forms shall be retained permanently in the archives of the Commission
ii)	Used Answer Books	Three months after the declaration of results.	NIL
iii)	Reports from the Chief Coordinator of the Examination Centre	Six months after the declaration of results.	NIL
iv)	Correspondence with the Chief Coordinator of the Exam. Centre.	Six months after the declaration of results.	NIL
v)	Unfair means cases of candidates.	12 months after the disposal of the case and declaration of result. However full particulars of the candidates involved in use of unfair means shall be maintained in a separate register permanently.	Full particulars of the candidates involved in use of unfair means shall be maintained in a separate register in digital form permanently.

## 3. Secrecy Branch

i)	Handwritten manuscripts of question papers.	Six months after the declaration of results.	NIL
ii)	Printed question papers.	Two copies of the printed question papers shall be retained permanently.	A copy of Each question paper shall be scanned and retained in the computer permanently.
iii)	Correspondence with the paper setters and examiners.	Two years after the declaration of results.	NIL

iv)	Result Registers of all Competitive Examinations and Departmental examinations.	Permanent.	The Result Registers in digital form shall be retained permanently in the archives of the Commission
v)	Award Rolls of all Competitive Examinations and Departmental Examinations.	Permanent.	The Award Rolls in digital form shall be retained permanently in the archives of the Commission
vi)	Remuneration Bills of paper setters/examiners/supervisors etc. associated with examination work.	Six months after the conduct of Audit.	NIL

#### 4. Accounts Branch

i)	Cash and subsidiary books	As per the rules/norms followed by the Government.	NIL
ii)	Provident Fund accounts books	As per the rules/norms followed by the Government.	NIL
iii)	Property and Stock Registers	As per the rules/norms followed by the Government.	NIL
iv)	Pay bills	As per the rules/norms followed by the Government or Government Departments.	NIL
v)	Voucher Files	For a period of one year or till the audit is conducted whichever is later.	NIL
vi)	Registers of receipts	As per the rules/norms followed by the Government	NIL
vii)	Bank Scrolls	As per the rules/norms followed by the Government	NIL
viii)	Contingent expenditure Registers	As per the rules/norms followed by the Government	NIL
ix)	T.A. Bills	As per the rules/norms followed by the Government	NIL
x)	Annual Financial Accounts	As per the rules/norms followed by the Government	NIL
xi)	Budget Estimates (15 copies)	As per the rules/norms followed by the Government	NIL
xii)	Audit Reports	As per the rules/norms followed by the Government	NIL

#### 5. Legal Branch

i)	Writ Petitions and Court cases	Five years after the final disposal of the case.	NIL
ii)	Decisions/judgments of Courts	Permanent.	The Decisions and Judgments shall be scanned and stored in the archives of the Commission permanently, duly indexed, subject wise.

## 6. Statistical Data

- |    |   |           |   |
|----|---|-----------|---|
| i) | All types of Computerized Statistical information | Permanent | All statistical Data in digital form shall be retained permanently in the computer and separate media, in the archives of the Commission. |
|----|---|-----------|---|

## 7. General

- |      |   |  |   |
|------|---|--|---|
| i)   | Proceedings of the meetings of the Commission.                                  | Permanent.   | The minutes of all the meetings of the Commission shall be scanned and stored in the computer and in separate media permanently in the archives of the Commission |
| ii)  | Annual Reports of the Commission  | Permanent (three copies).                          | The Annual reports in digital form shall be stored in the computer and separate media permanently in the archives of the Commission                               |
| iii) | File Registers, Inward and outward Registers and Legislature Question Registers | As per the rules/norms followed by the Government. | NIL   |
| iv)  | Postage, telegrams, telephone, Fax and internet expenditure Register.           | As per the rules/norms followed by the Government. | NIL   |
| v)   | Unused obsolete Stationery etc  | As per orders of the Commission in each case.      | NIL   |
| vi)  | Personal files  | Permanent  | The entire file shall be scanned and stored in the computer permanently in the archives of the Commission   |

## 8. Commission website

- |     |  |  |   |
|-----|--|--|---|
| i)  | Advertisement notices of various posts.                              | One week after finalisation of the selection process and communication of recommendations for appointment the notifications shall be removed from the web site of the Commission | The notifications shall be retained permanently in the Archives of the Commission |
| ii) | Notifications of declaration of results of departmental examinations | One month after the declaration of the results the notifications shall be removed from the web site of the Commission  | The notifications shall be retained permanently in the Archives of the Commission |

iii)	Notifications of Date Sheets and Admit Cards of departmental examinations and competitive examinations	One week after the culmination of the examination the notifications shall be removed from the web site of the Commission	NIL
iv)	Notifications of Interview Schedules for recruitment.	One week after finalisation of the selection process and communication of recommendations for appointment the notifications shall be removed from the web site of the Commission	NIL
v)	Notifications of Select Lists for appointment to various services of the State.	One week after finalisation of the selection process and communication of recommendations for appointment the notifications shall be removed from the web site of the Commission	

**Sd/-**  
(M.A. Bukhari), IAS  
Secretary & Controller of Examinations  
J&K Public Service Commission